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IN REPLY  
REFER TO

CHANGE NO. 5  
DoD 4000.25-5-M

DLMSO

03 FEB 1997

**MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)**

I. This change, published by direction of the Deputy Under Secretary of Defense (Logistics) (DUSD(L)), under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 5 are: updates to the References, chapter 1, and to Appendices A, C, E, and K.

a. AMCL 95-1, which allows for "Type of Contract" to be identified at the line item level, and adds several new codes to appendices A38 and A41;

b. AMCL 96-1, which canceled the Revised Delivery Forecast Process. Chapter 7 and associated appendices have been deleted and reserved.

c. AMCL 96-2, which revised appendix A11;

d. AMCL 96-3, which revised appendix A6; and

e. Some minor updates to appendix K.

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III. Remove pages listed below and insert revised pages. Changes and additions are shown on the pages in **bold italics**.

**Remove Old**

**Insert New**

iii thru xix  
1-5 thru 1-8  
1-13 and 1-14  
2-1 and 2-2  
7-1 thru 7-4  
A6-1  
A11-1 and A11-2  
A22-3  
A23-A-1  
A23-B-1 thru A23-B-6  
A31-1  
A38-1 and A38-2  
A41-1 and A41-2

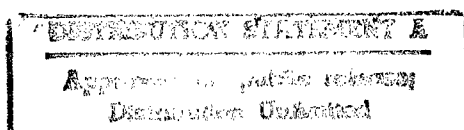
iii thru xvii  
1-5 thru 1-8  
1-13 and 1-14  
2-1 and 2-2  
7-1  
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A11-1 and A11-2  
A22-3  
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**Remove Old**

**Insert New**

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C6-1 thru C6-3  
C8-1 thru C8-2  
C15-1 thru C15-3  
C16-1 thru C16-3  
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E15-1  
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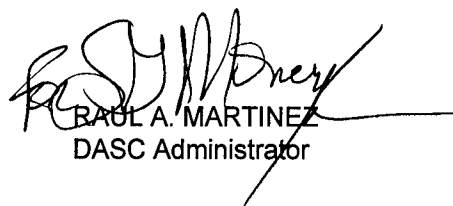


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IV. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR



PAULA A. MARTINEZ  
DASC Administrator

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## ACRONYMS AND ABBREVIATIONS

### Acronym or Abbreviation

### Definition

A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACPS	Automated Contract Preparation System (Air Force)
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AFAFC	Accounting and Finance Center (Air Force)
AFMC	Air Force Materiel Command
AMC	Army Materiel Command
AMCL	Approved MILSCAP Change Letter
AMIS	Acquisition Management Information System (Air Force)
ANSI	American National Standards Institute
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ATCOM	Aviation and Troop Command
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	Cataloging Handbook H4/H8, Contractor and Government Entity
CAO	Contract Administration Office
CC	Cost Center
CCE	Contract Closeout Extension
CCS	Contract Completion Statement
CCSS	Commodity Command Standard System
CDD	Contract Delivery Date
CECOM	Communications and Electronics Command
CLIN	Contract Line Item Number
<b>COMM RI</b>	<b>Communications Routing Identifier (a seven-digit alpha code)</b>
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
<b>DAPS</b>	<b>Defense Automated Printing Service</b>
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DI	Document Identifier

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**Acronym or  
Abbreviation**

**Definition**

DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Systems Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DPAS	Defense Priorities and Allocations System
DPP	Director of Defense Procurement
DPRO	Defense Plant Representative Office
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSS	Depot Standard System
DSSN	Disbursing Station Symbol Number
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
E of E	Element of Expense
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change
ICP	Inventory Control Point
IM	Inventory Manager
IOC	Industrial Operations Command
JANAP	Joint Army, Navy, and Air Force Publication
JO23	Small Purchase System (Air Force)
JO41	Acquisition and Due-in system (Air Force)
MAPAD	Military Assistance Program Address Directory
MICOM	Missile Command
MIPR	Military Interdepartmental Purchase Request
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOCAS	Mechanization of Contract Administration Services
MPC	Materiel Program Code
NSN	National Stock Number

**Acronym or  
Abbreviation**

**Definition**

OF <b>OFPP</b>	Optional Form <b><i>Office of Federal Procurement Policy</i></b>
PIIN	Procurement Instrument Identification Number
PIO	Provisioned Item Order
PM	Project Manager
PMCL	Proposed MILSCAP Change Letter
PO	Purchasing Office
PQA	Procurement Quality Assurance
PRON	Procurement Request Order Number
RC	Responsibility Center
RCN	Record Control Number
RCS	Report Control Symbol
RDF	Revised Delivery Forecast
RDT&E	Research, Development, Test, and Evaluation
RON	Reimbursable Order Number
RP	Record Position
SAMMS	Standard Automated Materiel Management System
SF	Standard Form
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice
TACOM	Tank Automotive and Armament Command
TCMD	Transportation Control and Movement Document
UADPS	Uniform Automated Data Processing System
UCS	Unclosed Contract Status
DD Form 250	Material Inspection and Receiving Report
DD Form 350	Individual Contracting Action Report (over \$25,000)
DD Form 375	Production Progress Report
DD Form 375-2	Delay in Delivery
DD Form 1155	Order for Supplies or Services
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 1716	Contract Data Package Recommendation/Deficiency Report
OF 336	Continuation Sheet
SF 1	Printing and Binding Requisition
SF 26	Award/Contract
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer, and Award
SF 1081	Voucher and Schedule of Withdrawals and Credits

## REFERENCES

- (a) DoD Directive 4140.1, "Materiel Management Policy," January 4, 1993.
- (b) **Reserved.**
- (c) DoD 5025.1-M, "DoD Directives System Procedures," August 15, 1994, authorized by DoD Directive 5025.1, DoD Directives System, June 24, 1994.
- (d) Federal Acquisition Regulation (FAR), current edition, authorized by the Office of Federal Procurement Policy (OFPP).
- (e) DoD Federal Acquisition Regulation Supplement (DFARS) current edition, authorized by OUSD(A) in the Defense Acquisition Regulation System.
- (f) DoD 8320.1-M-1, "Data Element Standardization Procedures," January 1993, authorized by DoD Directive 8320.1, DoD Data Administration, September 26, 1991.
- (g) DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program Procedures," January 1984, authorized by DoD Directive 4140.1.
- (h) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures," 1 May 1987, authorized by DoD Directive 4140.1.
- (i) DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures," 1 May 1987, authorized by DoD Directive 4140.1.
- (j) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," 15 March 1987.
- (k) Joint Army, Navy and Air Force Publication (JANAP) 128 (J), "Automatic Digital Network (AUTODIN) Operating Procedures," July 30, 1993.
- (l) "DoD Directory of Contract Administration Services Components," February 1995, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) **Reserved.**
- (n) **Reserved.**
- (o) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," June 1996, authorized by DoD Directive 4140.1.

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- (p) DoD 4000.25-8-M, "Military Assistance Program Address Directory System (MAPAD)," May 1995, authorized by DoD Directive 4140.1.
- (q) Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)," current edition, authorized by DoD 4130.2-M, March 31, 1975.
- (r) Defense Priorities and Allocations System Handbook, October 1984, authorized by the Department of Commerce.
- (s) Reserved.
- (t) ***Reserved.***
- (u) DoD 4000.25-M, "Defense Logistics Management System," December 1995, ***authorized by DoDD 4140.1, reference (a).***

## DEFINITIONS AND TERMS

**ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN).** A two position alphanumeric control code assigned (in accordance with DFARS 204.7108) to each accounting classification used in a single contract.

**ADP POINT.** The activity which provides Automatic Data Processing (ADP) services to the contract administration office (CAO) or the purchasing office (PO); usually the field activities of the Defense Contract Management Command (DCMC). (*An ADP activity may be collocated with the CAO/PO or it may be located at some other remote site.*)

**AUTOMATIC DIGITAL NETWORK (AUTODIN).** A computer controlled, electronic, fully secured, high-speed, common user, data communication system, that provides both direct user-to-user, and store and forward message switching service for DoD and other Government Agencies on a worldwide basis.

**BATCH SEQUENCE CODE.** *A sequential code assigned by the paying office to each CPN record for batch control purposes. Each begins with alpha A and runs through Z (except that I and O are not used) and repeat, when needed. The purpose of the batch sequence code is to identify the sequence of the records that make up the CPN.*

**BATCH SERIAL NUMBER.** *A consecutive number assigned by the paying office to each batch of CPNs. On 1 October each batch for each accounting point begins with 001. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.*

**CLIN.** An abbreviation of contract line item number (CLIN) which is used for identifying an item of supply or service on a contractual document. (See DFARS 204.7104.)

**CONTRACT ABSTRACT.** A representation, in machine processable form, of key elements of contractual data.

**CONTRACT ADMINISTRATION OFFICE (CAO).** A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations **of DoD that are** engaged in the performance of field contract administration services.)

**CONTRACT MODIFICATION.** Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements and (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

**DOD CONTRACT ADMINISTRATION SERVICES (CAS) COMPONENT.** A DoD office listed in *DLAI* 4105.4, "DoD Directory of Contract Administration Services Components," performing contract administration services.

**ELIN.** An abbreviation of exhibit line item number (ELIN) which is used to identify an item of supply or service listed on an exhibit or schedule forming a part of a contractual document. (See DFARS 204.7105.)

**INVENTORY CONTROL POINT (ICP).** The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

**MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP).** A system of standard data elements, codes, forms, and formats for the requisition and issue of materiel, adaptable to both manual and mechanical document preparation transmission and processing. MILSTRIP is applicable to all DoD activities requisitioning on wholesale distribution systems, to civil Agencies requisitioning on the military or General Services Administration (GSA) distribution systems, to foreign government requisitions under the Military Assistance Program (MAP), and to contractors requisitioning Government furnished materiel in connection with contracts for repair, rebuild, and overhaul. (See DoD 4000.25-1-M.)

**MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES (MILSTRAP).** A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000.25-2-M.)

**MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP).** A system of standard data elements, codes, forms, formats, rules, and methods for shipment of materiel within the Defense Transportation System (DTS). MILSTAMP applies to shipments originating at Government facilities (including GSA depots) and at contract facilities which terminate at military installations or at foreign government destinations under the MAP Grant Aid. (See DoD 4500.32-R.)

**PIIN.** An abbreviation of procurement instrument identification number (PIIN) which is used for identifying contractual documents and controlling MILSCAP transactions. (See DFARS, subpart 204.70.)

**PRIMARY CONTRACT ADMINISTRATION OFFICE (PRIMARY CAO).** The DoD Contract Administration Services (CAS) Component reflected in the "Administered By" block of the contract or the purchasing office when the "Administered By" block of the contract is blank.

**PROVISIONING ORDER.** A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitization on a supplemental agreement.)

**PURCHASING OFFICE (PO).** The office which awards or executes a contract for supplies or services.

**X-OVERPUNCH.** A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.



(3) Ensure continuous liaison with the DoD MILSCAP System Administrator and other DoD Components and participating organizations.

(4) Evaluate all suggested changes to MILSCAP that originate within the DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the DoD MILSCAP System Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DoD MILSCAP System Administrator, stipulating specific narrative changes to the manual.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the DoD MILSCAP System Administrator with justification and expected benefits.

(6) Develop and submit to the DoD MILSCAP System Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the DoD MILSCAP System Administrator.

(7) Participate in system staff assistance visits in coordination with the DoD MILSCAP System Administrator.

b. Implement approved systems and revisions thereto and provide the DoD MILSCAP System Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 workdays after 1 May and 1 November and shall begin with the publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSCAP. In addition, furnish copies of initial training instructions concerning MILSCAP to the DoD MILSCAP System Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the DoD MILSCAP System Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the Defense Logistics Agency (DLA) with an open rider requisition using Standard Form (SF) 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual. The SF 1 will be sent to:

**ATTN DLA DAPS CUSTOMER SERVICE REPRESENTATIVE**  
**8725 JOHN J KINGMAN ROAD ROOM 1560**  
**FORT BELVOIR VA 22060-6221**

***Fax number is (703) 767-5078***

h. Ensure that operating activities supporting MILSCAP functions comply with this manual.

i. Furnish to the DoD MILSCAP System Administrator copies of supplemental and internal procedures, and changes thereto, relating to the operation of MILSCAP.

j. Report to the DoD MILSCAP System Administrator violations and deviations that arise during system operations.

## **F. FOCAL POINT COMMITTEE**

1. Organization and Management. The MILSCAP Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for MILSCAP.

b. Be chaired by the DoD MILSCAP System Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the DoD MILSCAP System Administrator within 30 days.

2. Functions. The MILSCAP committee shall participate in the development, implementation, and maintenance of MILSCAP.

3. Focal Points. The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network):

Army	COMMANDER US ARMY MATERIEL COMMAND ATTN AMCAQ-I 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001 (DSN 767-8347)
Navy	COMMANDING OFFICER FITTING OUT AND SUPPLY SUPPORT ASSISTANCE CENTER (FOSSAC) SYSTEMS TRAINING DEPARTMENT ATTN 07A-A3 PO BOX 15129 NORFOLK VA 23511-0129 (DSN 564-4426 x732)
Air Force	PRICING AND CONTRACT ADMINISTRATION DIVISION ATTN SAF/AQCP THE PENTAGON ROOM 4C251 WASHINGTON DC 20330-5040 (DSN 225-4982)
Marine Corps	COMMANDANT OF THE MARINE CORPS ATTN HQMC-LBO 3033 WILSON BOULEVARD ARLINGTON VA 22201-3843 (DSN 226-1018)
DFAS	DEPUTY DIRECTOR FOR POLICY DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN DFAS-FCC ROOM 10B220 WASHINGTON DC 20376-5001 (DSN 227-0811)
DLA	ATTN MMPRS DEFENSE LOGISTICS AGENCY ACQUISITION PROCUREMENT SYSTEMS TEAM 8725 JOHN J KINGMAN ROAD SUITE 3135 FORT BELVOIR VA 22060-6221 (DSN 427-1438)

4. DoD Components other than those shown in paragraph 3 should contact the DoD MILSCAP System Administrator:

ATTN: DLMSO  
DEFENSE LOGISTICS MANAGEMENT  
STANDARDS OFFICE  
8725 JOHN J KINGMAN ROAD SUITE 2533  
FORT BELVOIR VA 22060-6221  
(DSN 427-6112)

## **G. PUBLICATION OF THE MANUAL**

### **1. Organization and Numbering**

a. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by numbers in brackets, and by lower case letters in brackets, in that order; for example:

#### Chapter 1

##### A. Section

##### 3. Paragraph

##### a. Subparagraph

##### (1) Subparagraph

##### (a) Subparagraph

##### {1} Subparagraph

##### {a} Subparagraph

3. AMCLs. These will be numbered consecutively and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The DoD MILSCAP System Administrator will distribute copies of AMCLs to the MILSCAP Focal Points.

4. Implementation. DoD policy (see section D., above) requires full implementation of MILSCAP. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The DoD MILSCAP System Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the DPP for resolution.

## **J. SUPPLEMENTAL PROCEDURES**

Supplemental procedures issued by DoD Components are authorized when additional detailed instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies.

### **1. Army:**

a. Commodity Command Standard System Operating Instructions (CCSSOI) 715-100, Volumes 2 and 4.

b. CCSSOI 18-1-48 (MILSCAP File Guide).

c. Automated Data System Manual (ADSM) 18-R19JCI-ZZZ-UN-01.

### **2. Navy. No implementing procedures or instructions.**

### **3. Air Force. To be determined.**

### **4. DLA:**

a. DLAM 4140.2, Volume III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures (for mechanization of warehouse and shipment processing (MOWASP) system).

b. DLAM 4715.1, Standard Automated Materiel Management System (SAMMS), Manual of Operating Procedures for the Contracting Subsystem.

c. DLAM 8000.3, Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration.

#### **K. QUARTERLY STATUS REVIEW**

The DoD MILSCAP System Administrator will disseminate the Quarterly Status Review required (see paragraph E.3.f., above) by DoD Directive 4140.1 (reference (a)) within 2 weeks of the close of the quarter. The review will be in two parts; one for open proposals in process and another for approved changes which have not been implemented.

#### **L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-A&T(Q&SA)1419)**

1. Purpose and Report Control Symbol (RCS). *The Defense Logistics Management System (DLMS) Manual, DoD 4000.25-M (reference (b)), volume I*, requires the DoD MILSCAP System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSCAP revisions. The reporting requirement ends after a status of "fully implemented" throughout the Component is provided. The purpose is to identify and resolve problems prior to the effective date of the AMCL. The Directive assigned RCS: DD-A&T(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title - Semiannual Implementation Status Report.
- b. Report Control Symbol - RCS: DD-A&T(Q&SA)1419.
- c. As of Date - 1 May or 1 November.
- d. Approved MILSCAP Change Number.
- e. Effective Date - As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO, to arrive within 15 working days of the "as of" date of the report.

## CHAPTER 2

### SYSTEM CONCEPT

#### A. GENERAL

1. This chapter introduces the procedures which support, through automated means, functions involved in contract administration and contract management. Under the authority contained in **DoD Directive 4140.1** (reference (a)), this manual implements the following:

a. Certain policy provisions published in the FAR (reference (d)) and in the DoD Federal Acquisition Regulation Supplement (DFARS) (reference (e)).

b. Standard data elements (authorized by DoD 8320.1-M-1 (reference (f))) and logistics data elements covered by the Logistics Data Element Standardization and Management Program (implemented by DoD 4000.25-13-M, (reference (g))).

2. In the event that the MILSCAP manual conflicts with the above publications, the provisions of the FAR, DFARS, or the Data Standards Manual will govern. Any such conflict should be reported to the DoD MILSCAP System Administrator.

3. Detailed procedures are contained in subsequent sections of this manual. The material in this chapter is necessarily broad and intended to provide a perspective of the overall program.

#### B. PROVISIONS

1. The MILSCAP program uses automated data processing equipment and high-speed data transmission, thus permitting automation of the exchange of procurement and contract administration data.

2. All MILSCAP transactions are transmitted through the AUTODIN network to automated systems at purchasing offices, inventory control points, field contract administration activities, and finance and accounting offices.

## **C. OVERALL SYSTEM DESCRIPTION**

1. This manual describes the external flow of selected contract, production, delivery, and financial information between field contract administration organizations and activities performing a broad range of procurement, materiel management, and financial accounting functions.

2. This description is intended to present purchasing offices (POs), CAOs, inventory control points (ICPs), project managers (PMs), and financial accounting offices with a picture of the external procedures prescribed in this manual. An understanding of the external system will enable these activities to assess the impact of MILSCAP on their internal operating systems and to assimilate and use the products of MILSCAP. The proper use of these products will permit improvements at all levels by providing: (1) standard formats, data elements, and codes for capturing key contract data from procurement instruments, (2) standard procedures for forecasting and reporting deliveries, and (3) automated contract payment notifications for input into allotment and obligation status records.

a. After contracts have been signed, the PO will forward contract abstract record formats to the CAO for use in establishing the CAO master contract file. As later contract modifications occur, such as changes in shipping instructions and definitization of prices, contract modification abstract record formats must also be forwarded by the PO for updating the CAO master contract file. (In instances where the CAO initiates the modification, the flow of the contract modification abstract records is reversed.)

b. When material is shipped, the CAO advises the PO, the ICP, or the PM (as designated in the contract) by means of the Shipment Performance Notice (SPN). This permits an updating of due-in asset and intransit records at the PO or ICP level. If acceptance is to be accomplished at destination, the CAO advises the consignee of this fact by the Acceptance Alert (A/A). The receiving installation reports acceptance or rejection of material by the Acceptance Report (A/R) which forms a basis for payment of the contractor invoice by the CAO. If for any reason delivery will not be made on time by the contractor, a Revised Delivery Forecast (RDF), citing a reason for the delay and forecasted delivery date, will be sent to the PO for posting of due-in records.

c. As payments are made to a contractor, the CAO notification of such expenditures to finance and accounting activities consists of the Contract Payment Notice (CPN). These data formats are used by the



# **CHAPTER 7**

***RESERVED FOR FUTURE USE***

## APPENDIX A11

### SPECIAL CONTRACT PROVISIONS

**NUMBER OF CHARACTERS:** One.

**TYPE OF CODE:** Alphabetic.

**DEFINITION:** The identification of certain contract clauses/provisions which require specialized attention and handling. (When more than five codes apply to a given contract, the codes with the lowest priority sequence numbers should be used.)

<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>EXPLANATION</u>
A	3	Liquidated Damages.
B	14	Advance Payments Authorized.
C	1	Progress Payments Authorized.
D	6	Remittance Address Different From Bid/Offer Address.
E	4	Administration of Government Property Anticipated.
F	2	First Article/Pre-Production Sample/Laboratory Test Approval Required.
G	12	Flight Operations Involved (Aircraft Acceptance).
H	7	Dangerous/Hazardous Material Involved (Safety Clauses).
J	11	Anticipatory Government Furnished Facilities Cost Approval Required.
K	15	Bond Bailment (DPSC Clothing Contracts Only).
L	13	Delivery Schedules on Maintenance Contract Requiring Future Definitization.

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<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>EXPLANATION (CONT'D.)</u>
M	16	Formalized Delivery Schedules on Maintenance Contract Unnecessary.
N	17	Payment to be Made in Canadian Funds.
P	10	Delivery Schedule Required Based Upon Delegation Assignment and Upon Approval of First Article.
Q	9	Contract Schedule Subline Items Not Separately Priced - Withholding of Billing and Payment Clause Included.
R	8	Incentive Subcontracting Program for Small and Small Disadvantaged Business Concerns (FAR Clause 52.219-10).
T	5	<b><i>Electronic Funds Transfer (EFT) Payment Required.</i></b>

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Cross-Reference Table in Priority Sequence:

<u>PRIORITY SEQUENCE</u>	<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>CODE</u>
1	C	9	Q
2	F	10	P
3	A	11	J
4	E	12	G
5	T	13	L
6	D	14	B
7	H	15	K
8	R	16	M
		17	N

## APPENDIX A22 CODE MATRIX

This matrix shows all of the MILSCAP Appendix A22 codes and the MILSCAP transactions in which the individual codes can be used. The footnotes identify the references in the MILSCAP Manual.

App. A22 Code	Chapter 5 SPN		Chapter 6 Dest. Acc.		Chapter 9 CPN		Chapter 11 CCS			
	PJJ	PJR	PK5	PKN/P	PV-	PVA	PK9	PKX	PKZ	DLMS
A				A(4)						
B										
C	C(1)	C(1)		C(5)						
D				D(4)						
E			E(6)							
F					F(8)		F(10)			
G	G(2)									
H	H(2)									
J							J(9)			
K										K(11)
L	L(2)									
M										M(11)
N										N(11)
P	P(2)									
Q	Q(2)									
R										R(11)
S	S(2)									
T	T(2)									
U										U(11)
V										V(11)
1			1(3)							
2			2(3)							

(1) See page 5-3, paragraph 5 G.

(2) See page 5-4, paragraph 5 H.

(3) See page 6-5, paragraph 6 F.1.

(4) See page 6-5, paragraph 6 F.2.

(5) See page 6-6, paragraphs 6 G.2. and 3.

(6) See page 6-6, paragraph 6 G.3.

(7) **Reserved**

(8) See page 9-5, paragraph 9 I.4.

(9) See page 11-2, paragraph 11 D.2.

(10) See page 11-2, paragraph 11 D.3.

(11) These codes are not used in MILSCAP; they have been reserved here solely for use in DLMS transactions.

## **APPENDIX A23-A**

***Reserved For Future Use***

## **APPENDIX A23-B**

***Reserved For Future Use***

## APPENDIX A31

### TEXT

**NUMBER OF CHARACTERS:** Various (see below).

**TYPE OF CODE:** Alphabetic.

**DEFINITION:** A series of statements that are included in various MILSCAP transactions. Each individual statement and, where applicable, explanation is identified below.

#### DATA ELEMENT

#### EXPLANATION

Noun	Identifies the name of the item as shown in the contract. See DI Code P_F, rp 29-39.
Description of Services	Identifies the service purchased or delivered. See DI Codes P_H, rp 30-53 and PJR, rp 62-79.
Message	Cancels the abstract. See DI Code PEK, rp 35-52.
Message	Acknowledges the abstract or acknowledges a notice to cancel the abstract. See DI Code PFK, rp 35-52.
Modification	Identifies the authority for the contract Authority modification as shown on the SF 30. See DI Code PB1, rp 30-44.
Record Legend	Identifies the Payment Text Header. See DI Code PVA, rp 4-20.

## APPENDIX A38

### REASON FOR DELAYED CLOSING OF CONTRACT FILE

**NUMBER OF CHARACTERS:** One.

**TYPE OF CODE:** Alphanumeric.

**DEFINITION:** The factors which contribute to the delay in closing the contract file within the time period established as the norm.

<u>CODE</u>	<u>EXPLANATION</u>
A	Contractor has not submitted final invoice/voucher.
B	Final acceptance not received.
C	Contractor has not submitted patent/royalty report.
D	Patent/royalty clearance required.
E	Contractor has not submitted proposal for final price redetermination.
F	Supplemental agreement covering final price redetermination required.
G	Settlement of subcontracts pending.
H	Final audits in process.
J	Disallowed cost pending.
K	Final audit of Government property pending.
L	Independent research and development rates pending.
M	Negotiation of overhead rates pending.
N	Additional funds requested but not yet received.
P	Reconciliation with paying office and contractor being accomplished.
Q	Armed Services Board of Contract Appeals case.
R	Public Law 85-804 case.
S	Litigation/investigation pending.



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<b><u>CODE</u></b>	<b><u>EXPLANATION (CON.)</u></b>
T	Termination in process.
U	Warranty clause action pending.
V	Disposition of Government property pending.
W	Contract modification pending.
X	Contract release and assignment pending.
Y	Awaiting notice of final payment.
Z	Disposition of classified material pending.
<b>1</b>	<b><i>Canceled funds.</i></b>
<b>2</b>	<b><i>Appropriations in the red.</i></b>
<b>3</b>	<b><i>Prevalidation action pending.</i></b>
<b>4-5</b>	Reserved.
6	Fee withheld. <sup>1</sup>
7	Awaiting removal of excess funds.
8-9	Reserved.

---

<sup>1</sup> Fee is being withheld because a question about the fee must be resolved before final payment can be made and the contract can be closed.

## APPENDIX A41

### KIND OF MODIFICATION

**NUMBER OF CHARACTERS:** One.

**TYPE OF CODE:** Alphabetic.

**DEFINITION:** A special designation for modification header records to identify specific conditions concerning the modification.

<u>CODE</u>	<u>EXPLANATION</u>
A	Change order including exercise of unpriced options (requires code G definitization).
B	Change order/funding action/administration change (definitization not required).
C	Supplemental agreement, including no cost partial termination settlement (does not require further definitization).
D	Transfer of contract between purchasing activities.
E	Transfer of contract between administering activities.
F	Correction of hard copy error.
G	Supplemental agreement (definitizes code A document).
H	Definitized provisioned item order (PIO) (a one step PIO; does not definitize a previous PIO).
I	Refund or recoupment resulting from a spare parts acquisition initiative (does not require further definitization).
J	Work order/task order (requires code Z definitization).
K	Unpriced order definitization (definitizes an unpriced order, which is a Kind of Contract, appendix A7, code 9 document).
L	Letter contract definitization (definitizes a letter contract, which is either a Kind of Contract, appendix A7, code 8 document, or a Kind of Modification, appendix A41, code W document).
M	Reserved for internal Service/Agency use (Army uses this code to identify the complete cancellation of a purchase order which is administered in-house and on which no deliveries have been made).

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
N	Exercise of priced option (definitization not required).
O	Lease adjustment (modification to facility contract).
P	Partial termination for convenience (requires code U definitization).
Q	Partial termination for default (requires code U definitization).
R	Obligation adjustment after physical completion of contract.
S	PI0 (requires code V definitization).
T	Complete termination for convenience (requires code U definitization).
U	Termination settlement (definitizes code P, Q, T, and X documents).
V	Provisioned item order (definitizes code S document, partial or total).
W	Letter contract modification (requires code L definitization).
X	Complete termination for default (requires code U definitization).
Y	Excess funds removal (decommit and deobligate ...due to partial or complete termination).
Z	Work and task order definitization (definitizes code J document).
2	<b><i>Complete termination for default (definitization not required).</i></b>

## APPENDIX A44

### SHIPMENT IDENTIFICATION DATA

**NUMBER OF CHARACTERS:** Eight.

**TYPE OF CODE:** Alphanumeric.

**DEFINITION:** A number assigned by the contractor to identify each individual shipment (see DFARS, **F-301**, block 2).

#### EXPLANATION

Shipment Identification Data consists of a shipment number and, when applicable, a suffix code.

a. The shipment number consists of a three position alpha code identifying the contractor and a four position alphanumeric serial number identifying each shipment against the contract.

(1) The code in the first three positions is controlled and assigned by the prime contractor and is different for each shipping address or facility. The code remains constant throughout the life of the contract.

(2) The contractor shipment serial number is consecutively assigned and is used to identify each shipment from the same shipping address or for the numbering sequence.

b. The shipment number suffix code is a one position code attached to the shipment number. The final shipment of the contract will use code Z. Replacement shipments will use code A for the first replacement, B for the second, etc.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		the field; another PAB transaction will follow with the overflow amount and a code T in rp 45. If no costs are involved, enter zeros in rp 45-54.
Date of Signature	55-61	Enter the date of signature or date of award in the case of a formal advertised procurement. For purchase orders, this is the same as the date in DI Code PAA, rp 23-29. Year-month-day will be expressed in accordance with appendix A2.
Kind of Contract	62	Enter the appropriate kind of contract code in accordance with appendix A7.
Type of Contract	63	Enter the appropriate type of pricing provision code in accordance with appendix A8, <b><i>when it applies to the entire contract; when it varies by line or subline, use either DI Code PAF, rp 79, or PAH, rp 29.</i></b> If no costs are involved in this contract, leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix A4. For contracts issued by the PO, the Abstract Recipient is always the CAO activity reflected in the "Administered by" block, rp 55-60 of DI Code PAA, as modified, of the basic contract. For calls/orders issued by the CAO, enter the identity code of the activity furnishing ADP support to the office indicated in the letter of delegation which authorized the CAO to issue the call/order. See paragraph 1.N., for further explanation of ADP point.

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<b><u>Field Legend</u></b>	<b><u>Record Position(s)</u></b>	<b><u>Entry and Instructions</u></b>
Criticality Designator	70	Enter the appropriate Criticality Designator in accordance with appendix A9.
Indicator: Contract Administration Functional Limitations	71	Enter the Contract Administration Functional Assignment Limitation code 3 when a contract is assigned to a CAS component for payment only. See appendix A19.
Reserved	72-74	Leave blank.
Special Contract Provisions	75-79	Enter one or more of the applicable codes listed in appendix A11. Entries indicate the existence of certain clauses or provisions in the contract. When more than five codes apply, the code with the lowest sequence number, as shown in the appendix, will be used. Entries will be left justified and suffixed with zeros to fill the field. If no entry, leave blank.
Reserved	80	Leave blank.

## APPENDIX C6

### SUPPLIES LINE ITEM DATA RECORD #2

A Supplies Line Item Data Record #2 will be prepared for each line item except for contract lines that reference exhibits and for those lines on a DD Form 1423 for which a DD Form 250 is not required, pertaining to any deliverable item or end item as expressed by a four position CLIN or ELIN on the procurement instrument.

<b><u>Field Legend</u></b>	<b><u>Record Position(s)</u></b>	<b><u>Entry and Instructions</u></b>
Document Identifier	1-3	Enter code PAF.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Noun	29-39	Enter the first 11 positions of the name and description of the item being procured as shown in the contract. See appendix A31.
Part Number	40-71	Enter the manufacturer's Federal Supply Code for Manufacturers in rp 40-44 and the part number in rp 45-71. See appendix A43. If not available, leave blank. Left justify and suffix with blank spaces. If fractions are involved, use three positions, i.e., 1/2.

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<b><u>Field Legend</u></b>	<b><u>Record Position(s)</u></b>	<b><u>Entry and Instructions</u></b>
Procurement Quality Assurance (PQA) Site	72	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of supplies will take place.
Acceptance Site	73	Enter the code, in accordance with appendix A15, indicating the site where acceptance of supplies (i.e., when the Government assumes ownership of the supplies) will take place.
Free on Board (FOB) (CLIN/ELIN Level)	74	Enter appropriate FOB code for this Site line item, in accordance with appendix A5.
Quantity Variance Over	75-76	Enter permissible quantity overage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
Quantity Variance Under	77-78	Enter permissible quantity shortage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
<b><i>Type of Contract</i></b>	<b>79</b>	<b><i>Enter the appropriate type of pricing provision code (see appendix A8) when it varies by line or subline within the contract. Otherwise, leave blank</i></b>
Reserved	80	Leave blank.



## APPENDIX C8

### SERVICES LINE ITEM DATA RECORD

A Services Line Item Data Record will be prepared for each CLIN pertaining to procurement of services. Procurement of services is not confined to a service contract but may be included in other contracts such as research and development (R&D) and system acquisition contracts.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAH.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for related Administrative Data Record #1.
CLIN	23-28	Enter the basic contract line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
<b>Type of Contract</b>	<b>29</b>	<b><i>Enter the appropriate type of pricing provision code (see appendix A8) when it varies by line or subline within the contract. Otherwise leave blank.</i></b>
Text: Description of Services	30-53	Enter a portion of the services description, not to exceed 25 positions. See appendix A31.
Procurement Quality Assurance (PQA) Site	54	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of services will take place.

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<b><u>Field Legend</u></b>	<b><u>Record Position(s)</u></b>	<b><u>Entry and Instructions</u></b>
Acceptance Site	55	Enter the code, in accordance with appendix A15, indicating the site where acceptance of services (i.e., where the Government approves specific services) will take place.
ACRN	56-57	Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given service CLIN. See appendix A16. In rare cases when multiple accounting classifications apply to the same CLIN/subline and the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The nine blank indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.)
Service Completion Date	58-64	Enter the date a given service is scheduled for completion. This date is expressed as year-month-day in accordance with appendix A2. An X-overpunch will be entered in rp 58 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 58, leaving the remainder of the field blank.

## **APPENDIX C15**

***Reserved For Future Use***

## **APPENDIX C16**

***Reserved For Future Use***

## APPENDIX E2

### ADMINISTRATIVE DATA RECORD #2

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAB, PBB, or PEB.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
Discount Terms	23-37	May be blank in the PBB and PEB records. The PAB record must be as follows: rp 23-34 may be numeric or blank; rp 35-36 may be numeric or N blank; rp 37 may be blank or 9; and if 23 is N, then rp 24-37 must be blank. Rp 23-34 may be blank with numerics in rp 35-36 and blank in rp 37.
Identity Code: Paying Office	38-43	May be blank in PBB and PEB records. In the PAB record it must be a valid DoDAAC; or 9 in rp 38 and blank in rp 39-43.
Indicator: Fast Pay	44	F or blank.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Amount: Total Amount of Contract <sup>1/</sup>	45-54	May be blank in PBB and PEB records. The PAB record must be a numeric value with a possible X-overpunch in rp 53 or 54. If this amount is less than the sums of the Obligated Amounts contained in related P_E/P_H records, it may be erroneous and must be reviewed against the hard copy contract prior to transmission of the abstract.
Date of Signature:	55-61	May be blank in the PBB and PEB records. The PAB record must be structured as shown below.
Year	(55-56)	Numeric, current or prior year.
Month	(57-59)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(60-61)	Applicable day for the month in rp 57-59.
Kind of Contract	62	May be blank in the PBB and PEB records. The PAB record must be 0-3 or 5-9.
Type of Contract	63	May be blank in the PBB and PEB records. The PAB record <i>may</i> be <b>A, J-L, R-V, Y, Z</b> or blank. If blank, <b>and the PAF and PAH records are also blank</b> , then the Total Amount of Contract, rp 45-54 of this record, and Total Item Amount,

<sup>1/</sup> An X-overpunch in rp 53 indicates the Total Amount of Contract exceeds \$99,999,999.99 and must be followed by an identical P\_B, except with a code T in rp 45, and the additional overflow amount. An X-overpunch in rp 54 denotes a decrease.

## APPENDIX E6

### SUPPLIES LINE ITEM DATA RECORD #2

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAF, PBF, or PEF.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN	23-28	Must agree with the related P_E record.
Text: Noun (Item Description)	29-39	No validation.
Part Number	40-71	No validation.
Procurement Quality Assurance (PQA) Site	72	May be blank in the PBF and PEF records. The PAF record must be D or S.
Acceptance Site	73	May be blank in the PBF and PEF records. The PAF record must be D or S.
Free on Board (FOB) (CLIN/ELIN Level)	74	May be blank in the PBF and PEF Site records. The PAF record must be D, S, or O.
Quantity Variance: Over	75-76	Rp 75 may be 0, 1, 2, 9, or blank and rp 76 may be A-H, numeric, or blank.
Quantity Variance: Under	77-78	Rp 77 may be 0, 1, 2, 9, or blank and rp 78 may be A-H, numeric, or blank.
Reserved	79-80	Blank.

## APPENDIX E8

### SERVICES LINE ITEM DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAH, PBH, or PEH.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN	23-28	Must agree with the related P_E record.
<b>Type of Contract</b>	<b>29</b>	<b>A, J-L, R-V, Y, Z, or blank.</b>
Text: Description of Services	<b>30-53</b>	No validation.
Procurement Quality Assurance (PQA) Site	54	May be blank in the PBH and PEH records. The PAH record must be code D or S.
Acceptance Site	55	May be blank in the PBH and PEH records. The PAH record must be code D or S.
ACRN	56-57	Must be as follows: when 9 in rp 56, then rp 57 blank; when other than 9 in rp 56, then 56-57 must agree with an ACRN in rp 23-24, of a related P_C record.



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<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Service Completion Date:	58-64	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 58 is code U, then 59-64 is blank. Otherwise, as shown below.
Year	(58-59)	Numeric, with a possible X-overpunch in rp 58.
Month	(60-62)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(63-64)	Applicable day for the month in rp 60-62.
Amount: Total Item Amount <sup>1/</sup>	65-74	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 65 is code N or U, then rp 66-74 is blank. If other than code N or U in rp 65, then rp 65-74 each 0-9 with a possible X-overpunch in rp 65. If rp 63 of the P_B record is blank, then rp 65 will contain code N with the remainder of the field blank. Balancing criteria for this amount will be the same as for the Total Item Amount of the related P_E record.
Identity Code: Item or Project Manager	75-80	Must be a valid DoDAAC or blank.

<sup>1/</sup> An X-overpunch in rp 73 indicates that the Total Line Amount exceeds \$99,999,999.99 and must be followed by another P\_H record with a code T in rp 65 and the additional overflow amount. An X-overpunch in rp 74 denotes a decrease.

## **APPENDIX E15**

***Reserved For Future Use***

## **APPENDIX E16**

***Reserved For Future Use***

Group A3

Army Test Sites

<u>Name/Location</u>	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
Directorate of Contracting (STEAP-PR) Aberdeen Proving Ground, MD	W23QL0	W23QL0	RULNAPC
Directorate of Contracting (STEWS-PR) White Sands Missile Range, NM	W43SAN	W43SAN	RUCGWSM
Directorate of Contracting (STEYP-CR) Yuma Proving Ground, AZ	W61HZF	W61HZF	RUWJHUA

These three test sites use their own local systems which are programmed to accept Shipment Performance Notices (PJJ/PJR). White Sands is also programmed to accept PK9 and PK5 transactions.

Group N1

Navy Inventory Control Points

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
ASO Philadelphia, PA	N00383	GB / GC	N00383	N00383	RUEOITA
SPCC Mechanicsburg, PA	N00104	EP	N00104	N00104	RUEORGA

These two inventory control points (ICPs) use the ICP Uniform Automated Data Processing System (UADPS). Abstracts are issued through a special module that receives data from the ICP UADPS and arranges it in MILSCAP formats. ICP UADPS is programmed to:

1. Issue limited contract abstracts on some items by using a special module.
2. Receive:
  - a. Shipment Performance Notices.
  - b. Contract Payment Notices - TEST.
  - c. Contract Completion Statements.

SPCC also has another program that receives PK5 transactions, sends them to their FOCUS file where the PK5 data is printed out, one to a sheet. The paper is sent to the buyer for acceptance information. Generally these are not supply items; they are usually exhibit lines, i.e., test reports, documentation, etc. After the sheet is annotated by the accepting official and the buyer, the data is posted to the FOCUS file and a PKN transaction is returned to DCMC. When a PK5 transaction has not been received the paper acceptance document is sent by mail to the administering DCMC; a PKP transaction is not used.

Navy Systems Commands

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>		
<b>Naval Air Systems Command</b>	<b>N00019</b>	<b>EF / GU</b>	<b>N00019</b>	<b>RUQACCK</b>
<b>Naval Sea Systems Command</b>	<b>N00024</b>	<b>EH / U0</b>	<b>N00024</b>	<b>RUQACCF</b>
<b>Space and Naval Warfare Systems Com.</b>	<b>N00039</b>	<b>NS</b>	<b>N00039</b>	<b>RUQACEL</b>
<b>Strategic Systems Programs</b>	<b>N00030</b>	<b>EK</b>	<b>N00030</b>	<b>RUQAYJV</b>

**Each of these four SYSCOMs has a special program hookup through the DAAS, and a unique COMM RI, to receive PK9 records for their contracts.**

Group D2 (con.)

DLA Depots

The activities assigned to the two regions use various systems as shown on the previous page. All of the systems are programmed to:

1. Issue Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).
2. Receive Acceptance Alerts (PK5).

The various activities within the regions will continue to use the established Service systems; eventually they will all be changed to the Depot Standard System (DSS).

Group D3

Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS NORTH ENTITLEMENT OPERATIONS (MOC-H)				SC1012	RUQAICH
DFAS BUNKER HILL (JNB)			SC1016	"	"
DCMC Boston	S2206A	Y3	S2206A	"	"
DCMC Syracuse	S3306A	XU	S3306A	"	"
DCMC Raytheon	S2205A	XF	S2205A	"	"
DCMC Lockheed Martin-Sanders	S3001A	YS	S3001A	"	"
DCMC GTE	S2203A	XX	S2203A	"	"
DCMC <b>Lockheed Martin</b> - Owego	S3315A	YR	S3315A	"	"
DCMC GE Lynn	S2207A	7Q	S2207A	"	"
DCMC Lockheed Martin	S2208A	NJ	S2208A	"	"
DCMC New York	S3310A	WU	S3310A	"	"
DCMC Long Island	S3309A	VX	S3309A	"	"
DCMC Stratford	S0702A	UP	S0702A	"	"
DCMC Textron Defense	S2209A	SQ	S2209A	"	"
DFAS MINUTE MAN (JNC)			SC1032	"	"
DCMC Hartford	S0701A	WB	S0701A	"	"
DCMC Hamilton Standard	S0703A	XT	S0703A	"	"
DCMC Grumman <b>Bethpage</b>	S3316A	KK	S3316A	"	"
DCMC Sikorsky Aircraft	S0707A	LF	S0707A	"	"
DCMC <b>Lockheed Martin</b> - Great Neck	S3317A	NH	S3317A	"	"
DCMC Pratt & Whitney - East Hartford	S0708A	T5	S0708A	"	"
DCMC Indianapolis	S1501A	WG	S1501A	"	"
DCMC <b>Hughes Def. Communications</b>	S1505A	X2	S1505A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS MINUTE MAN (JNC) (con.)			SC1032	SC1012	RUQAICH
↓ DCMC Grand Rapids	S2303A	VW	S2303A	"	"
DCMC United Defense LP - <i>York PA</i>	S4201A	XY	S4201A	"	"
^ DCMC Springfield	S3101A	WT	S3101A	"	"
DCMC Allied Signal	S3102A	UU	S3102A	"	"
DCMC Kearfott/Plessy	S3109A	WC	S3109A	"	"
DCMC Reading	S3912A	XM	S3912A	"	"
DCMC Pittsburgh	S3911A	XD	S3911A	"	"
DCMC Lockheed Martin - Del. Valley	S3110A	X7	S3110A	"	"
DFAS NEW DOMINION (JNF)			SC1018	"	"
DCMC Cleveland	S3603A	VB	S3603A	"	"
DCMC <i>Lockheed Martin - Akron</i>	S3616A	X6	S3616A	"	"
DCMC Westinghouse	S3613A	YB	S3613A	"	"
DCMC GE Aircrft. Engines - <i>Cincinnati</i>	S3602A	SB	S3619A	"	"
DCMC Dayton	S3605A	VL	S3605A	"	"
DCMC Detroit	S2305A	Y7	S2305A	"	"
DCMC General Dynamics - Lima	S3618A	YF	S3618A	"	"
DCMC <i>Americas</i>	SCN01A	WV	SCN01A	"	"
DCMC Philadelphia	S3915A	X3	S3915A	"	"
DCMC Boeing Helicopters	S3916A	TU	S3916A	"	"



Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS SOUTH ENTITLEMENT OPERATIONS (MOC-G)				SC1020	RUQAICG
DFAS SOUTHEAST (JSA)			SC1020	"	"
DCMC Birmingham	<b>S0101A</b>	----	S0101A	"	"
DCMC PEMCO Aeroplex - Birmingham	S0102A	WA	S0102A	"	"
DCMC APMO/Aircraft Pgm. Mgm't	S1211A	U8	S1211A	"	"
DCMC Grumman - St. Augustine	S1110A	Z5	S1110A	"	"
DCMC Grumman - Melbourne	S1221A	X5	S1221A	"	"
DCMC Lockheed <b>Martin - Marietta</b>	S1111A	RK	S1111A	"	"
DCMC Lockheed Martin - Orlando	S1005A	XL	S1005A	"	"
DCMC Michoud Stennis	S1903A	----	S1903A	"	"
DCMC Orlando	S1002A	VWV	S1002A	"	"
DCMC Puerto Rico	SPR01A	QF	SPR01A	"	"
DCMC Clearwater	S1109A	Z4	S1109A	"	"
DCMC Pratt & Whitney - W. Palm Bch.	S1011A	T2	S1011A	"	"
DCMC Atlanta	S1103A	Y1	S1103A	"	"
<b>DCMC Harris, Melbourne - Palm Bay</b>	<b>S1009A</b>	<b>V1</b>	<b>S1009A</b>	"	"
DFAS CAPITOL (JSC)			SC1034	"	"
DCMC Baltimore - DC & MD	S2101A	UR	S2101A	"	"
DCMC Westinghouse Electric - Balt.	S2103A	S2	S2103A	"	"
DFAS CHESAPEAKE (JSD)			SC1030	"	"
DCMC Baltimore - VA	S2404A	UR	S2404A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS WEST ENTITLEMENT OPERATIONS (MOC-L)				SC1002	RUQAICZ
DPRO WEST (JWD)			SC1002	"	"
DCMI International - Dayton	S3620A out	VA	S3620A	"	"
DCMC Hughes - Tucson	S0305A	SR	S0305A	"	"
DCMC McDonnell-Douglas - Huntington	S0530A	X9	S0530A	"	"
DCMC Boeing - Seattle	S4804A	SP	S4804A	"	"
DCMC Lockheed <i>Martin</i> - Sunnyvale	S0543A	QX	S0543A	"	"
DCMC Hawaii	S1201A	Z9	<b>S1510A</b>	"	"
DCMC Hughes - Los Angeles	S0539A	QT	S0539A	"	"
DCMC Rockwell - Canoga Park	S0542A	RY	S0542A	"	"
DCMC <i>McDonnell</i> Douglas - Lg. Beach	S0544A	TC	S0544A	"	"
DCMC Northrup <i>Grumman</i>	S0546A	QR	S0546A	"	"
DCMC Thiokol	S4503A	R6	S4503A	"	"
DCMC Lockheed Martin Astronautics	S0605A	RE	S0605A	"	"
DCMC McDonnell Douglas - St. Louis	S2606A	JZ	S2606A	"	"
DCMC Phoenix	S0302A	WY	S0302A	"	"
DCMC Wichita	S1701A	YD	S1701A	"	"
DFAS VAN NUYS (JWV)			SC1004	"	"
DCMC Van Nuys	S0512A	YC	S0512A	"	"
DCMC San Francisco	S0507A	XR	S0507A	"	"
<b>DCMC United Defense LP - San Jose</b>	<b>S0520A</b>	<b>VR</b>	<b>S0520A</b>	"	"
DFAS SANTA ANA			SC1006	"	"
DCMC Santa Ana	S0513A	UG	S0513A	"	"
DCMC San Diego	S0514A	VH	S0514A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS GATEWAY (JWB)			SC1028	SC1002	RUQAICZ
DCMC Chicago	S1403A	YP	S1403A	"	"
DCMC Seattle	S4801A	XW	S4801A	"	"
DCMC Denver	S0602A	VK	S0602A	"	"
DCMC St. Louis	<b>S2605A</b>	XS	S2605A	"	"
DCMC Twin cities	S2401A	WQ	S2401A	"	"
DFAS GULFCOAST (JWA)			SC1024	"	"
DCMC Dallas	S4402A	Z7	S4402A	"	"
DCMC San Antonio	S4404A	XN	S4404A	"	"
DCMC E-Systems	S4407A	WN	S4407A	"	"
DCMC Texas Instruments	S4408A	XZ	S4408A	"	"
DCMC <b>Lockheed Martin - Dallas</b>	S4420A	WP	S4420A	"	"
DCMC Lockheed - Fort Worth	S4419A	SL/TH	S4419A	"	"
DCMC Stewart & Stevenson Services	S4807A	WM	S4807A	"	"
DCMC Bell Helicopter/Textron	S4418A	W1	S4418A	"	"